

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
RETIREMENT & BENEFITS OFFICER  
RETIREMENT SERVICES DIVISION – PAYROLL UNIT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #00000650  
**Hours:** Full-Time (40 hrs./Week)  
**Salary:** \$57,849 (AR 22) Starting Annual Salary  
**Closing Date:** 7/26/2013 - Application materials must be received by 5:00 p.m. by this date

**Eligibility Requirement:** Candidates must have applied for and passed the **Retirement & Benefits Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Office of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Retirement & Benefits Officer** position in the Retirement Services Division. This class is accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

**Examples of Duties:** The individual in this position is responsible for adding new retirees to the system; Calculating retroactive and interest payments to retirees whose estimated benefits have been audited and finalized and entering the appropriate payment information to the system; Processing adjustments to retirees' estimated benefits; Posting changes to disability retirees' benefits; Provide counseling to deceased members survivors; Auditing address and deduction changes processed by other unit staff; Depositing monies for reimbursement of overpayments; Maintaining and balancing the tax ledger and interest ledger as well as miscellaneous check balances; Maintaining accounts receivable; balancing monthly vendor accounts; Mailing monthly vendor checks and reports; Other related duties as required.

**Ideal Candidate should have the following qualifications and skills:**

- Knowledge of principles and practices of payroll processing
- Strong experience with the PeopleSoft Financial Module and/or Human Resources Module
- Knowledge of principles and practices of general accounting
- Ability to document and prepare written procedures
- Extensive Customer Service experience
- Intermediate level of experience in Excel
- Ability to interpret and apply regulations, rules and Connecticut General Statutes

**General Experience:** Six (6) years of experience in employee benefit and/or retirement administration. **Special Requirements:** Two (2) years of the General Experience must have been at the paraprofessional level in the fields of accounts examining, human resources, payroll or related administrative function.

**Note:** For state employees the Special Experience is interpreted at the level of Associate Retirement Examiner, Payroll System Coordinator, Payroll Officer 1, Assistant Retirement Counselor, Assistant Accountant, Human Resources Assistant or Fiscal Administrative Assistant. **Substitution Allowed:** 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in business administration, accounting or a closely related field may be substituted for one (1) year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional reference and an Application for Employment (CT-HR-12) (original AND one copy) (Please indicate the job posting number on the application form). State employees must include copies of their last 3 service ratings no later than the closing date at the top of this announcement to:

Grace Soares, Human Resources Associate  
Office of the State Comptroller/Human Resources  
55 Elm Street, 2nd Floor, Room 208  
Hartford, CT 06106  
OR

Fax to: 860-702-3324 (If faxing, only one application is necessary)  
Email: [grace.soares@po.state.ct.us](mailto:grace.soares@po.state.ct.us)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.